

Job Opening

Position:	Placement Specialist
Department/Store:	Human Services Department
Location:	Alcott Street Corporate Office
Wage:	Based on Experience
Classification:	Full-time Regular
Number of Openings:	1
Hours:	Monday – Friday, hours varies
Date posted:	09/05/2012
Submit Applications to:	www.goodwillswmi.org

Job Duties:

- Establish relationships with community employers to find permanent, competitive placements for consumers working with the human services placement team. Provide information, resources and support to employers as needed, to assist in increasing retention of clients placed at local businesses. Maintain an updated understanding and awareness of available state and federal incentives for hiring people with disabilities; be comfortable discussing such incentives with employers.
- Provide employment services, such as resume creation, interview assistance, or other employment preparation skills to a caseload of consumers seeking work. Assist these clients in adjusting to jobs, including identifying and facilitating the integration of natural workplace supports; provide job coaching/advocate for job carving as needed.
- Provide placement reports and other verbal and written communications to referring agencies and their representatives. Maintain updated case records and request billing within Goodwill expectations and timelines.
- Collaborate positively with human service teammates and members of other departments on assigned projects; work with teammates providing support to human services programming as needed. Other duties as assigned.

Qualifications:

The Placement Specialist must have an outgoing personality, with the ability to communicate effectively with employers, consumers, teammates, community partners and referring sources; job development experience preferred, sales experience a plus. Must be proficient in computer usage, including the Microsoft Office Suite, as well as written and verbal communication. A bachelor's degree or at least three years' work experience in a related field, such as human resources, social work, human services, or vocational rehabilitation required. Must be willing to participate in at least one job specific professional development experience each calendar year.

Equal Opportunity Employer

Persons are recruited, hired, assigned and promoted only on the basis of job related criteria and without regard to age, ancestry, arrest record, citizenship, color, familial status, gender, gender identification, height, marital status, national origin, non-job-related disability, race, religion, sex, sexual orientation, veterans' status or weight. This includes those affected by pregnancy, childbirth or related medical condition.

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Please click on and read: <http://www.goodwillswmi.org/PDF/ApplicationTerms.pdf>